

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY



GUIDE

FOR OIML MEMBERS

2007

OIML G 17
Edition 2007 (E)

ORGANISATION INTERNATIONALE
DE MÉTROLOGIE LÉGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

CIML MEMBERS IN SOUTH AFRICA



CIML Members in
Cape Town, South
Africa, attending the
41st CIML Meeting in
October 2006

WELCOME LETTER

Dear CIML Members,

This special edition of the Guide for CIML Members was produced by the BIML for the occasion of the 42nd CIML Meeting in Shanghai, October 2007.

It contains the integral text of the Guide (Edition 2007), a bibliography of useful reference documents for CIML Members, a list of acronyms, and a summary of the responsibilities of each BIML Staff member in order to facilitate your contact with the Bureau.

We trust you appreciate this special edition and look forward to continuing to work with you in the years to come.



Jean-François Magaña
Director, BIML



GUIDE FOR CIML MEMBERS 2007

OIML G 17
Edition 2007 (E)

ORGANISATION INTERNATIONALE
DE MÉTROLOGIE LÉGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

CONTENTS

	<i>Page</i>
FOREWORD	9
1 INTRODUCTION	10
2 BASIC INFORMATION ON THE OIML	11
2.1 Scope, functions and membership of the OIML	11
2.1.1 International Conference of Legal Metrology	12
2.1.2 International Committee of Legal Metrology (CIML)	12
2.1.3 CIML Presidential Council	13
2.1.4 Developing Countries	13
2.1.5 Technical Committees and Subcommittees (TCs/SCs)	14
2.1.6 International Bureau of Legal Metrology (BIML)	15
2.2 OIML Publications	16
2.2.1 OIML International Recommendations (OIML R)	16
2.2.2 OIML International Documents (OIML D)	16
2.2.3 Vocabularies (OIML V)	16
2.2.4 Guides and other publications (OIML G, E and B)	17
2.2.5 OIML Bulletin	17
2.3 Other necessary publications for CIML Members	17
2.4 Languages	18
2.5 OIML Web site and interactive communication	19
2.5.1 E-mail	19
2.5.2 OIML Web site (www.oiml.org)	19
2.5.3 Interactive web sites	20

CONTENTS (CONTINUED)

	<i>Page</i>
3 RESPONSIBILITIES OF CIML MEMBERS	21
3.1 General	21
3.2 Role of CIML Members in the work of OIML Technical Committees and Subcommittees	22
3.3 Contacts between CIML Members and the BIML	23
3.4 Obligations of CIML Members as national representatives	24
3.5 Role of CIML Members in the implementation of OIML decisions	26
3.6 Role of CIML Members regarding liaison with national bodies representing other International and Regional Organizations	27
3.6.1 General	27
3.6.2 Regional Legal Metrology Organizations (RLMOs)	27
3.7 Role of CIML Members regarding the operation of the OIML Certificate System for Measuring Instruments	28
3.7.1 Issuing OIML Certificates	28
3.7.2 Acceptance of OIML Certificates and Test Reports	29
3.8 Role of CIML Members regarding the OIML Mutual Acceptance Arrangement on OIML Type Evaluations (MAA)	29
APPENDIX 1 ACRONYMS	32
APPENDIX 2 BIBLIOGRAPHY	34
APPENDIX 3 BIML CONTACTS	35
APPENDIX 4 OIML MEMBER STATES	37
APPENDIX 5 OIML CORRESPONDING MEMBERS	38
NOTES	39



FOREWORD

The First Edition of this Guide for CIML Members was issued in 1986. A revision was made necessary by the numerous changes in OIML structures and activities (replacement of Pilot and Reporting Secretariats by Technical Committees and Subcommittees, new work methods, certification activities, etc.) that occurred during the nineties, as well as by developments outside the OIML, such as regional cooperation. As a result, the Second Edition was issued in 2000.

Whilst the global responsibilities of CIML Members remain similar to what they were during the eighties (and therefore a number of paragraphs remain unchanged), a revision of the Guide was considered necessary to bring it up to date with developments over the past six years.

The present, Third Edition notably reflects developments in the use of modern communications technology, in particular the use of the internet for the distribution of documents and the introduction of online voting by CIML Members. Developments are also taken into account with respect to the OIML Mutual Acceptance Arrangement on OIML Type Evaluation results.

This Guide is intended for the use of all CIML Members, and should be especially helpful to new Members. It provides the necessary information on how to realize the OIML objectives and explains CIML Members' obligation to implement the decisions of the International Conference and International Committee of Legal Metrology at the national level.

OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

Bureau International de Métrologie Légale
11, rue Turgot - 75009 Paris - France
Telephone: 33 (0)1 48 78 12 82
Fax: 33 (0)1 42 82 17 27
E-mail: biml@oiml.org
Internet: www.oiml.org

1 INTRODUCTION

Three pillars of Global Metrology:

- Units of measurement and measurement standards
- Harmonized requirements for measuring instruments
- Harmonized testing and calibration procedures

The OIML, founded in 1955, contributes to the elimination of technical barriers to trade by promoting uniformity of methods and requirements in legal metrology

To achieve international uniformity and compatibility of measurements and to create the appropriate confidence in measurement results, it is necessary:

- a) to define the units of measurement on an international basis and to ensure the equivalence of national measurement standards representing these units;
- b) to harmonize the performance characteristics of measuring instruments and the methods employed in making measurements; and
- c) to develop procedures aimed at demonstrating the equivalence of testing, examination and calibration activities in the field of measuring instruments.

The first of these tasks is the responsibility of the Metre Convention.

The other tasks are the responsibility of several International and Regional Organizations. Among these is the International Organization of Legal Metrology (OIML), founded in 1955 through an International Convention, to promote uniformity of requirements and control methods for measurements and measuring instruments subject to legal metrological control.

The harmonization of administrative and technical regulations covering measurements and measuring instruments is important, not only to allow for the free circulation of measuring instruments among countries, but also to permit the uniform measurement of goods and services traded in world commerce and the exchange of uniform measurement data between nations in the field of environmental protection, public health, safety, etc.

By its actions, the OIML contributes to the elimination of technical barriers to trade and to the reduction of national or regional controls requiring conformity testing to which measuring instruments and measurements may be submitted, in order to achieve the one-stop testing concept promoted by the World Trade Organization (WTO). The OIML is represented on the *Technical Barriers to Trade* (TBT) Committee of the WTO.

2 BASIC INFORMATION ON THE OIML

Main activities of the OIML:

- Publishing International Recommendations and Documents
- Exchange of information
- Technical assistance
- OIML Certificate System and the MAA

2.1 Scope, functions and membership of the OIML

The objectives of the OIML are realized through the following activities:

- a) publishing of International Recommendations establishing metrological performance requirements, conformity testing methods and test report formats for measuring instruments likely to be submitted to legal metrological control at the national and/or regional levels;
- b) publishing of International Documents (covering general legal metrology principles) and various informative publications on legal metrology;
- c) cooperation and exchange of information among representatives of OIML Member States on legal metrology regulations and methods of control employed by testing, inspection and certification services;
- d) assistance to legal metrology services in establishing requirements and methods of control for measuring instruments employing new technology;
- e) assistance to national responsible bodies for legal metrology services of developing countries (information, technical and metrological expertise, but not direct financial aid); and
- f) development of the OIML Certificate System for Measuring Instruments (accompanied by OIML Certificates of Conformity) and of the OIML Mutual Acceptance Arrangement (MAA) on Type Evaluations (accompanied by OIML MAA Certificates of Conformity).

There are two categories of OIML Members:

- **Member States** which have ratified the OIML Convention, thereby committing themselves to contribute financially to the OIML's operation, to attend the Conference and CIML Meetings, and to participate in OIML technical work as much as possible; only Member States have voting rights; and
- **Corresponding Members** which are kept informed of the progress of OIML work and may participate in some activities as observers (the Conference, CIML, the Permanent Working Group on Developing Countries, Technical Committees and Subcommittees, technical seminars, etc.).

2 BASIC INFORMATION ON THE OIML (CONTINUED)

The Conference (4-yearly):

- Approves the budget
- Establishes the long-term policy
- Sanctions International Recommendations

The CIML (yearly):

- Supervises the technical work
- Approves International Recommendations
- Directs and supervises the Bureau
- Elects the CIML President and Vice-Presidents

The OIML comprises:

- a) the International Conference of Legal Metrology;
- b) the International Committee of Legal Metrology (CIML);
- c) the CIML Presidential Council;
- d) the Permanent Working Group on Developing Countries (PWGDC);
- e) Technical Committees and Subcommittees and their Working Groups; and
- f) the International Bureau of Legal Metrology (BIML, located in Paris - the Headquarters of the Organization).

The functions and responsibilities of each of these bodies are outlined below.

2.1.1 *International Conference of Legal Metrology*

The Conference is convened every four years. Member States are represented by delegations nominated by their respective Governments. The Conference also includes representatives from Corresponding Members and International and Regional Liaison Organizations. The Conference establishes the OIML long-term policy and strategy concerning the aims and objectives of the OIML, sanctions International Recommendations, and approves the OIML budget. According to Article VIII of the OIML Convention, **Member States are morally obliged to implement the decisions of the Conference as far as possible.**

Note: This "moral" obligation applies to International Recommendations; since these are also considered as International Standards by the WTO, the rules laid down by the WTO concerning their implementation also apply to OIML Recommendations.

2.1.2 *International Committee of Legal Metrology (CIML)*

The CIML is the working body of the Conference and meets annually. It comprises one representative appointed by each Member State (referred to as the CIML Member), who may participate in CIML Meetings accompanied by national experts. Representatives of Corresponding Members and of Regional Legal Metrology Organizations may also attend CIML Meetings. The CIML is responsible for:

- a) deciding on the activities of the OIML Technical Committees and Subcommittees;

2 BASIC INFORMATION ON THE OIML (CONTINUED)

The Presidential Council is the advisory body of the CIML President

The OIML cooperates with other international organizations to assist developing countries

- b) supervising the technical work carried out;
- c) approving International Recommendations for immediate publication (prior to their sanctioning by the Conference);
- d) approving International Documents;
- e) directing and supervising the work of the International Bureau of Legal Metrology (BIML); and
- f) appointing the BIML Director and Assistant Directors.

The CIML elects its President and the two Vice-Presidents for six-year terms.

2.1.3 CIML Presidential Council

The CIML President has an advisory body, the CIML Presidential Council, which is convened as necessary and which consists of the President, the two Vice-Presidents, and a limited number of CIML Members appointed by the President, with the BIML Director as Secretary.

2.1.4 Developing Countries

2.1.4.1 Permanent Working Group on Developing Countries

Specific OIML activities in support of developing countries are currently organized by the OIML's Permanent Working Group on Developing Countries (PWGDC), established in 2003.

JCDCMAS

The OIML participates in the Joint Committee on Coordination of Assistance to Developing Countries in Metrology, Accreditation and Standardization (JCDCMAS). JCDCMAS was established by the principle international organizations that have mandates to strengthen technical infrastructures and deliver capacity building in metrology, standardization and conformity assessment (including accreditation).

The members of the JCDCMAS are:

- Bureau International des Poids et Mesures (BIPM);
- International Accreditation Forum (IAF);
- International Electrotechnical Commission (IEC);
- International Laboratory Accreditation Cooperation (ILAC);
- International Organization for Standardization (ISO);

2 BASIC INFORMATION ON THE OIML (CONTINUED)

Technical Committees and Subcommittees are responsible for carrying out the technical work; responsibility for their Secretariats is assumed by the Member States

- International Trade Centre – UNCTAD/WTO (ITC);
- Telecommunication Standardization Bureau of ITU (ITU-T);
- United Nations Industrial Development Organization (UNIDO); and
- International Organization of Legal Metrology (OIML).

The members exchange information and share their experiences in providing technical assistance to developing countries. They coordinate, where possible, the members' individual technical assistance work programs, and identify synergies amongst themselves and with other organizations, such as the WTO and UN agencies.

2.1.5 Technical Committees and Subcommittees (TCs/SCs)

OIML technical activities are carried out in a decentralized manner by Member States who assume responsibility for Technical Committees and Subcommittees.

The CIML assigns responsibility for Secretariats to competent Member States on a volunteer basis, or exceptionally to the BIML. Technical Committees cover activities in specific fields of metrology (e.g. length, mass, public health, etc.) whereas Subcommittees within Technical Committees deal with specific subjects (e.g. under mass: automatic weighing instruments, nonautomatic weighing instruments, etc.). However, a Technical Committee may not necessarily include Subcommittees and may or may not have a specific technical activity if responsibility for all projects falls within affiliated Subcommittees.

Any Member State may register as an active Participant (P-Member) or as an Observer (O-Member) of any TC or SC:

- registering as a P-Member commits the country to participating actively in the work (See the Directives for the Technical Work);
- O-Members may participate by commenting but may not vote on the work.

Registration as a P- or O-Member, or a change in membership, is possible at any time. International and Regional Organizations active in fields connected with OIML work (Regional Legal Metrology Organizations, international and regional standardization bodies, manufacturers' and users' associations, etc.) are also invited to participate in the work (see also paragraph 3.6).

2 BASIC INFORMATION ON THE OIML (CONTINUED)

Comprising eleven staff members (2007) the BIML is the executive office and administrative headquarters of the OIML. The BIML:

- facilitates OIML activities
- organizes the Conference and CIML Meetings
- coordinates the activities of TCs and SCs
- ensures external liaisons
- edits publications
- maintains the web site

OIML TCs and SCs draw up (by way of electronic or postal correspondence and meetings) draft Recommendations and Documents which, once approved by their P-Members, are submitted through the BIML to the CIML for approval (by electronic or postal ballot or at the CIML Meeting). Once approved, they are edited and published by the BIML. Editing by the BIML pertains to the style and clarity of the text without changing the substance of the publication; any amendments are agreed with the responsible Secretariat prior to publication.

After approval by the CIML, International Recommendations are submitted to the Conference for formal sanctioning. Alternatively, they may be sanctioned by the Conference directly without prior approval by the CIML; this is the case for Recommendations approved in a year during which a Conference takes place.

2.1.6 *International Bureau of Legal Metrology (BIML)*

As of 2007, the staff of the BIML includes a Director, two Assistant Directors, one MAA Project Leader, one Editor/Webmaster, one Technical Engineer, one Administrator, one Computer Systems Engineer, one Office Manager, one Secretary and one Office Clerk.

The BIML prepares and organizes the Conference and CIML Meetings, coordinates the activities of Technical Committees and Subcommittees, provides liaison with other International and Regional Organizations, keeps official records of all OIML activities and publishes reports about these, edits publications (International Recommendations and Documents, Bulletin, etc.), maintains a web site (www.oiml.org) and performs various administrative functions.

The BIML collects information on subjects related to legal metrology concerning national, regional and international regulations, normative and technical papers, etc. of relevance to OIML activities. The BIML may also carry out other tasks (e.g. responsibility for TC/SC Secretariats) as decided by the CIML.

2 BASIC INFORMATION ON THE OIML (CONTINUED)

The OIML publishes:

- International Recommendations
- International Documents
- Vocabularies
- Guides and Expert Reports
- The OIML Bulletin

OIML publications may (in most cases) be downloaded free of charge from the OIML web site (www.oiml.org)

2.2 OIML Publications

The various categories of OIML Publications are described below.

2.2.1 OIML International Recommendations (OIML R)

An International Recommendation is, in most cases, a set of metrological (and as necessary, technical) requirements and associated type evaluation and/or verification procedures drafted in the form of a model regulation. International Recommendations should also include, whenever appropriate, standardized formats to report test and examination results. Implementation of International Recommendations in national or regional regulations may be achieved through harmonization of the existing national or regional regulations with the corresponding Recommendations, through outright adoption of the Recommendations as national or regional regulations, or through reference to the Recommendations. Since it is not always feasible to apply one of these methods, it may be sufficient to achieve the compatibility of national or regional regulations with the corresponding Recommendations by making sure that instruments that comply with all the relevant OIML requirements will be considered as acceptable at the national or regional level.

2.2.2 OIML International Documents (OIML D)

An International Document constitutes a set of guidelines or information that addresses legal metrology in general or a specific measurement topic or instrument, and that has been judged useful by the competent bodies of the Organization. Documents are approved by the CIML and may address subjects of importance for carrying out OIML work; in such cases, their implementation by the working groups concerned is mandatory. Their application by Member States is entirely voluntary.

2.2.3 Vocabularies (OIML V)

A Vocabulary contains general terms and definitions to be used in the drafting of OIML Recommendations and Documents and in some national and regional legal metrology provisions. The two main Vocabularies in use within the OIML are the International Vocabulary of Basic and General Terms in Metrology (VIM) and the International Vocabulary of Terms in Legal Metrology (VIML). Terms for a specific category of instruments or fields are included in relevant OIML Recommendations or Documents.

2 BASIC INFORMATION ON THE OIML (CONTINUED)

2.2.4 *Guides and other publications (OIML G, E and B)*

These include the present Guide for CIML Members, the Guide to the Expression of Uncertainty in Measurement (GUM), Expert Reports and other publications on subjects that may be useful to Member States or for the drafting of OIML Recommendations and which are elaborated by the BIML or by other bodies as the need arises.

2.2.5 *OIML Bulletin*

The OIML Bulletin is the official quarterly periodical of the Organization, as provided for in Article XIX of the OIML Convention. The Bulletin contains technical papers and news of interest to national legal metrology services. CIML Members are responsible for providing the BIML with such technical papers and news and should encourage others (manufacturers, authorities, etc.) to make contributions. It also contains a list of OIML Certificates issued since the last issue of the Bulletin and a list of OIML Issuing Authorities.

The paper edition of the Bulletin is sent to CIML Members free of charge and is available to other interested parties by paid subscription. On the OIML web site, an electronic version (in PDF format) is available via a restricted access page for one year, after which it is available for the public.

2.3 **Other necessary publications for CIML Members**

In addition to the above-mentioned publications, CIML Members must be aware of and (whenever appropriate) refer to the publications listed below, which are updated by the BIML and which are available to CIML Members via the OIML web site either as PDF files or in the form of an online database.

- a) Convention establishing an International Organization of Legal Metrology;
- b) Paper presenting the OIML Long-term Policy, Strategy and derived Action Plan;
- c) Directives for the Technical Work;

2 BASIC INFORMATION ON THE OIML (CONTINUED)

- d) Information on OIML Technical Committees and Subcommittees:
- database of TCs/SCs and their composition;
 - responsibility for developing projects and reviewing existing publications;
 - state of progress of the work of TCs/SCs;
 - countries responsible for the secretariats of TCs/SCs and contact details; and
 - external liaisons;
- e) Papers describing the implementation of OIML Recommendations by Member States and listing the national regulations corresponding to International Recommendations;
- f) General information on the OIML: Leaflets, brochures and PowerPoint presentations, regularly updated with information on all aspects of the Organization's work;
- g) Minutes of CIML Meetings and Conferences;
- h) Lists of Member States and Corresponding Members, and names of the respective CIML Members and contact persons;
- i) Information on the OIML Certificate System and on the MAA including lists of instruments covered, OIML Issuing Authorities, OIML Certificates and OIML MAA Certificates;
- j) The Birkeland Report, Legal Metrology at the Dawn of the 21st Century (OIML Expert Report E 2);
- k) Any other similar papers drawn up after the publication of the present Guide for CIML Members.

2.4 Languages

The official language of the OIML is French and the main working language is English. Other languages may also be used at meetings or for certain publications.

2 BASIC INFORMATION ON THE OIML (CONTINUED)

E-mail and the internet are now the most important means of communication

CIML Members can vote and comment on draft International Recommendations and Documents via the OIML web site

2.5 OIML Web site and interactive communication

The BIML is constantly developing and implementing internet tools to support the operational functions of the OIML. Presently, the following tools are operational:

2.5.1 E-mail

As in most organizations world-wide, for the OIML e-mail has become the standard means of communicating with Members.

2.5.2 OIML Web site (www.oiml.org)

The OIML web site contains virtually all of the information mentioned above; most pages may be accessed freely. General information, Recommendations, Documents and numerous other publications are available for download free of charge, the objective being to disseminate the work of the Organization, and notably the end result (OIML Recommendations) to as wide an audience as possible.

In addition to the public pages, CIML Members and OIML Corresponding Members have access to a restricted area of the OIML web site by means of a login and password, communicated to them by the BIML. Here CIML Members can view, comment on, and vote on draft Recommendations and Documents. The Members' Page also allows all Members to update their contact details, and further development of these facilities is ongoing.

The MAA section of the OIML Web site also has a restricted area for Members of Committees on Participation Review and MAA assessors.

All OIML Members and Bulletin subscribers also have access to the current and back issues (since 1999) of the OIML Bulletin in PDF format.

The web sites of International (ISO, IEC, ILAC, IMEKO, BIPM) and regional (APLMF, CEN, CENELEC, WELMEC, EA, SADC, SIM) bodies may also be accessed from the "Related web sites" links on the OIML site.

2 BASIC INFORMATION ON THE OIML (CONTINUED)

2.5.3 *Interactive web sites*

The BIML has implemented Forums on the Internet (OIML Workgroups), the purpose of which is to allow interactivity in both technical and non technical work. At present, Workgroups have been set up for the Presidential Council, the Permanent Working Group on Developing Countries, the MAA and for some Technical Committees and Subcommittees.

Workgroup members can view and upload Working Documents, presentations, reference documents, etc. which are relevant to the subject field covered by the workgroup. They may also submit comments in the form of discussion threads.

By default, all CIML Members have been registered as members of all those groups in which their country is a Member and they are encouraged to actively participate in this interactive technology.

3 RESPONSIBILITIES OF CIML MEMBERS

CIML Members shall play an active, double official role in the field of legal metrology:

- They represent their country in the OIML
- They represent the OIML in their country

3.1 General

The role of CIML Members is specified in Articles I, XIII, XVII and XVIII of the OIML Convention, which are summarized below.

The CIML consists of representatives designated by each Member State. According to the Convention, these persons "shall be serving officials in the department concerned with measuring instruments or have active official functions in the field of legal metrology". They cease to be CIML Members when these conditions are no longer met. In such cases the Member State concerned shall designate a successor.

CIML Members should normally be part of their country's delegation to the International Conference of Legal Metrology. This is not a strict obligation as the selection of Conference delegates is a matter of national prerogative. Nevertheless, CIML Members, by virtue of their knowledge of OIML activities, are qualified to represent national interests during the Conference. It is also important that Member States make every effort to be represented at the International Conference, not only so that they may play an active role in the Organization, but also because quorum requirements imposed by the Convention make it necessary to have a minimum of two-thirds of the Member States present for the decisions of the Conference to be considered valid.

At CIML Meetings, decisions are also taken by majority votes and a minimum of three-quarters of the CIML Members must either be present or have arranged to be represented by proxy (for example, another Committee Member, colleague from the metrology service, Embassy official, etc.).

The CIML assigns the responsibility for Secretariats of TCs and SCs to qualified Member States who volunteer to undertake the work, or exceptionally to the BIML. Likewise, it oversees and approves the work plans established by TCs and SCs and approves proposals for the creation of new TCs or SCs. In assuming responsibility for a Secretariat, a Member State undertakes to carry out the assigned work in accordance with the Directives for the Technical Work.

With regard to OIML activities, CIML Members have a double role:

- a) To act as representatives of their countries mainly with regard to:
 - the CIML, especially by contributing to discussions and decisions, and expressing their views on the OIML Long-term policy;

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members ensure that the technical work carried out in their country is carried out in accordance with the *Directives for the Technical Work*

To develop national consensus, manufacturers, users, testing laboratories, standardization experts and legal metrology experts are encouraged to comment on draft OIML publications, preferably via small national working groups established by CIML Members

- Technical Committees and Subcommittees and other technical bodies, especially by identifying national experts they appointed to contribute to the work (see 3.2 below); and
 - the BIML, by providing it with all the necessary information and replying to inquiries (see 3.3 below).
- b) To also act as national representative of the OIML in their countries mainly with regard to (see also 3.4 below):
- the use of all national metrological resources in OIML work;
 - the implementation of OIML decisions at the national level;
 - the operation of the OIML Certificate System and the MAA; and
 - the organization of liaisons with other governmental departments/agencies and with bodies representing other International and Regional Organizations.
- The most important of these functions are detailed below.

3.2 Role of CIML Members in the work of OIML Technical Committees and Subcommittees

As previously mentioned, responsibility for Technical Committees and Subcommittees is assigned by the CIML to qualified Member States on a voluntary basis. In accepting the responsibility for a Technical Committee or Subcommittee, the CIML Member of the country assuming such tasks is responsible for ensuring that the work is carried out in a timely manner and in accordance with the OIML Directives for the Technical Work (OIML B 6). Similarly, participation of Member States in Technical Committees and Subcommittees as P- or O-Members takes place through their CIML Members. The Directives for the Technical Work provide detailed instructions concerning TC/SC activities and CIML Members must familiarize themselves with these guidelines.

There are no strict rules governing the way a Member State may organize its participation as a P-Member of a Technical Committee or Subcommittee. However, CIML Members are recommended to establish small national working groups comprising representatives of the various national interested parties (legal metrology experts, manufacturers and users of the measuring instruments concerned, testing laboratories and

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members are the key figures in the communication between the OIML and its Member States

CIML Members are encouraged to inform the BIML of any legal metrology related development and event in their country of interest to other Member States

standardization experts, and representatives of consumer associations) to review and comment on the drafts and participate in developing national consensus.

It should also be remembered that the burden of technical work should not be the sole responsibility of the Secretariat of the Technical Committee or Subcommittee: P-Members have an obligation to assist the Secretariat in carrying out work by accepting certain responsibilities, e.g. that of convener of an ad-hoc working group.

3.3 Contacts between CIML Members and the BIML

Beyond personal contacts on the occasion of the various OIML meetings, visits to the BIML or visits from BIML Staff to Member States, contacts between CIML Members and the BIML are maintained by correspondence (primarily by e-mail). The most important and frequently occurring correspondence is concerned with the following:

- a) composition of the CIML (nominations, retirements, changes of addresses, etc.);
- b) documentation for the Conference and CIML Meetings (agenda with documentation, reports, etc.);
- c) draft International Recommendations and International Documents submitted to electronic ballot or direct online approval;
- d) financial questions: notification and acknowledgment of annual contributions, reports on the management of the budget, etc.¹; both the CIML Members and the Embassies have the responsibility to ensure that contributions to the OIML are paid on time;
- e) correspondence concerning the activity of Technical Committees and Subcommittees (including planning of work and annual reports);
- f) weekly e-mailing of additions and amendments to the information published on the OIML web site;

¹ For these administrative subjects, the correspondence is also sent to the Embassies of Member States in Paris.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members ensure that all government departments concerned with legal metrology are informed of OIML activities and have the opportunity to participate

CIML Members should consider establishing an inter-departmental advisory body for legal metrology

g) information on meetings of OIML Technical Committees and Subcommittees or of other International and Regional Organizations which are of interest to the OIML; and

h) inquiries on technical subjects.

This list is not exhaustive; other subjects may result from initiatives of individual Member States as represented by their Committee Members. It should be noted that the BIML publishes all communications sent to CIML Members (and other information such as deadlines for replying to inquiries, future meetings, Committee Drafts of Recommendations and Documents received by the BIML, etc.) on the OIML web site, either in the restricted Members' area or on the public pages, as appropriate.

CIML Members are also encouraged to inform the BIML of any legal metrology related events occurring in their countries which may be of interest to other CIML Members: new laws and regulations, new testing facilities, training seminars, etc. Such information is disseminated by the BIML using appropriate means, including the Bulletin and the web site. In this connection, CIML Members should remember that the BIML is permanently in search of technical articles, information papers, etc., to be published in the Bulletin. CIML Members are encouraged to provide the BIML with such material.

3.4 Obligations of CIML Members as national representatives

The structure and organization of legal metrology differ from country to country. In most cases, there is a national legal metrology service that is responsible for the control of measuring instruments used in trade. These are generally the classical "Weights and Measures" departments which are responsible for type approval, initial and subsequent verification of measuring instruments, most often the departments from which CIML Members are appointed. However, the OIML's mission extends to all measurements and measuring instruments which are the subject of laws and regulations within the OIML Member States.

At present, a majority of Member States also regulates measurements in the fields of public health, transportation safety, occupational safety and environmental protection. In general, separate government departments/agencies assume these responsibilities and there may or may not be close coordination with the national legal metrology services.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

It is important that CIML Members understand their role as national representatives to the OIML. As such, CIML Members are responsible for making sure that all government departments/agencies concerned with legal metrology are informed of relevant OIML activities and are given the opportunity to participate. This is a difficult task for CIML Members since in most cases it will involve considerable effort to raise awareness within other government departments/agencies as to the activities of the OIML and, in some cases, to persuade the officials of other departments/agencies of the national importance of being involved in such work. A suitable approach would be to make it understood that the OIML activities could contribute in an internationally harmonized way to their ability to regulate the measuring instruments that are used in their field of responsibility and competence.

In this connection, CIML Members should consider establishing (or, if one already exists, actively participating in) an inter-departmental advisory body for legal metrology, aimed at coordinating and developing metrological activities within the country.

Because OIML Recommendations can have a substantial impact on international trade in measuring instruments, CIML Members should be aware of this aspect of the OIML work and should ensure, as far as possible, that manufacturers are aware of and may participate in activities that may affect their ability to export and to market even if there may be no national legal requirements covering the instruments being addressed.

From a practical point of view, it is recommended that each CIML Member prepare a list giving, for each Technical Committee and Subcommittee, the names and addresses of the administrations, laboratories, manufacturers' associations, etc., interested in the work of the TCs and SCs in question; thus the CIML Member could distribute drafts for information and/or comments and inform interested parties about the availability of newly published OIML Recommendations and Documents.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

The aim of the OIML is to harmonize any existing or proposed metrological regulations within the Member States

CIML Members shall monitor the implementation of Conference decisions and, in particular, International Recommendations

3.5 Role of CIML Members in the implementation of OIML decisions

CIML Members are responsible for monitoring the obligation of their countries to implement the OIML decisions as stated in Article VIII of the Convention. This applies, in particular, to the implementation of OIML Recommendations whenever national regulations already exist or are being proposed.

The field of application of legal metrology in any given country depends on the decisions of the national and/or regional Authorities concerned. The aim of the OIML is to harmonize any existing or proposed metrological regulations within the Member States. Consequently, the fact that an OIML Recommendation exists for a given category of measuring instruments does not create an obligation on the part of a Member State to establish legal controls for that category of instruments if none exist.

However, when such controls do exist, the obligation is to harmonize them with the relevant OIML Recommendation(s). To the extent possible, CIML Members should play a role in the various administrative and legal processes necessary to achieve such harmonization. It should be remembered that OIML Recommendations are considered as internationally harmonized standards and that their use in the development of national or regional technical regulations is in line with the principles and requirements of the WTO Technical Barriers to Trade (TBT) Agreement.

In those fields in which there are no national regulations, consideration should be given to the use of OIML Recommendations as voluntary standards. In this way, manufacturers would be informed about the legal requirements which are or are likely to be in force in some countries in which the given type of instrument is subject to legal control.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members should establish contact with national bodies participating in other international organizations to ensure good coordination in technical areas of common interest

CIML Members are encouraged to be members of at least one RLMO and to ensure that the latter's work program is compatible with that of the OIML

3.6 Role of CIML Members regarding liaison with national bodies representing other International and Regional Organizations

3.6.1 General

The BIML is responsible for maintaining liaison activities with other International and Regional Organizations having an interest in the work of the OIML. In most OIML Member States there are also national bodies which may participate on behalf of their countries in these Organizations. CIML Members should establish contact with these national bodies to ensure that there is good coordination in technical areas of common interest. It is highly desirable that national positions on common subjects be coordinated within various International and Regional Organizations so that conflicts among interested groups within the same country are avoided or minimized.

It is therefore advisable that each CIML Member prepare a list giving the names and addresses of the national bodies representing the International and Regional Organizations in liaison with each OIML Technical Committee and Subcommittee.

3.6.2 Regional Legal Metrology Organizations (RLMOs)

Regional Legal Metrology Organizations (RLMOs) deserve special attention because of their growing role and responsibilities, and the synergetic effects between their goals and those of the OIML. It is the constant policy of the OIML to favor the development of RLMOs while ensuring that regional activities are in line with the general lines developed at the international level within the OIML. Any OIML Member State (and therefore any CIML Member) should have the possibility to participate in at least one RLMO. It is therefore the responsibility of CIML Members to ensure, in close cooperation with the BIML, that the work programs of the RLMO(s) in which their countries participate are compatible with those of the OIML and may benefit all countries in the region whether or not they are Members of the OIML.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members promote the OIML Certificate System within their countries and are responsible for deciding the degree of acceptance of OIML Certificates

3.7 Role of CIML Members regarding the operation of the OIML Certificate System for Measuring Instruments

The aim of the *OIML Certificate System for Measuring Instruments* is to issue Certificates of Conformity and Test Reports² for types of measuring instruments that comply with OIML requirements; these Certificates and Test Reports may be subsequently used as a basis for granting national or regional type approvals.

It is a general task for CIML Members to promote the *System* within their countries by keeping regulatory bodies, manufacturers and users of measuring instruments informed of relevant developments. In particular, manufacturers should be informed of the advantages of the *System* and should receive information on how to apply for the testing required for obtaining Certificates and Test Reports. In the same way, regulatory bodies should be aware of the benefits they might draw from the recognition of OIML Certificates and results of Test Reports.

3.7.1 Issuing OIML Certificates

The *OIML Certificate System for Measuring Instruments* operates with three components at the level of each participating Member State: the CIML Member, the Issuing Authorities (appointed by the CIML Member) and the testing laboratories which operate as subcontractors of the Issuing Authorities (Note: the CIML Member may be an Issuing Authority and the testing laboratories may be those of the CIML Member's organization).

The CIML Member is responsible for ensuring that the provisions contained in the operational rules of the *System* are actually fulfilled by the Issuing Authorities, and that testing laboratories and manufacturers who have applied for Certificates are well aware of such provisions.

² Although the term "Test Report" is used in this context for historical reasons, it is actually a report of the evaluation of the type of a measuring instrument, covered by an OIML Certificate of Conformity. The report includes the results of examinations and tests and complies with the "Test Report Format", which is part of the OIML Recommendation for the category of measuring instruments concerned.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

The acceptance of OIML Certificates of Conformity under the OIML Certificate System is and remains voluntary

DoMC signatories have the moral obligation to accept and utilize OIML MAA Certificates and Test Reports

3.7.2 Acceptance of OIML Certificates and Test Reports

OIML Certificates are intended to be accepted, on a voluntary basis, by OIML Member States and Corresponding Members which may, according to national or regional rules:

- a) issue national or regional type approvals solely on the basis of OIML Certificates and Test Reports;
- b) consider the OIML Test Reports, compare OIML test results with national or regional requirements and issue national or regional type approvals accordingly;
- c) repeat certain tests when necessary and compare them with OIML test results and issue a national or regional type approval accordingly.

Note: Some OIML Members may require that when measuring instruments are placed on the market they are accompanied by an OIML Certificate and Test Report.

The CIML Member is responsible for deciding, if appropriate in cooperation with the national type approval authorities, the degree of acceptance of OIML Certificates (for instance: what types of Certificates are accepted, whether only certain elements of a Certificate are to be accepted, etc.).

When issued, OIML Certificates issued are listed in the OIML Bulletin and a complete listing can be found in a database on the OIML web site.

3.8 Role of CIML Members regarding the OIML Mutual Acceptance Arrangement on OIML Type Evaluations (MAA)

While the acceptance of OIML Certificates of Conformity under the OIML Certificate System is and remains voluntary, the Mutual Acceptance Arrangement on OIML Type Evaluations (OIML MAA) is designed to strengthen the commitment of its signatories.

The OIML MAA enhances the OIML Certificate System. Participation is voluntary and open to all OIML Member States and Corresponding Members (see below). However, as signatories to a Declaration of Mutual Confidence (DoMC), participants have the moral obligation to accept and utilize the OIML MAA Certificates and Test Reports issued under the relevant DoMC, unless there are serious questions or concerns.

3 RESPONSIBILITIES OF CIML MEMBERS (CONTINUED)

CIML Members:

- Forward applications for participation in a DoMC to the BIML
- Identify experts for the CPR

In any DoMC there are two kinds of participants: Issuing Participants, who issue OIML MAA Certificates and Test Reports under the DoMC, and Utilizing Participants, who do not themselves issue such Certificates and Reports under the DoMC. A participant may be an Issuing Participant in one DoMC and a Utilizing Participant in another.

OIML Corresponding Members may only participate as Associates. Their status is close to that of Utilizing Participant, except that they have no vote in the CPR.

Confidence in the results of examinations and tests is increased by evaluating the capabilities and competences of the laboratories that are conducting the OIML Type Evaluation tests and examinations under a DoMC. The evaluation is carried out under the responsibility of the Committee on Participation Review (CPR) based on an accreditation or peer assessment of the laboratory. Additional national requirements of participating countries whose national regulations are not fully aligned with the requirements of the relevant OIML Recommendation may be taken into account. Both in the case of an accreditation or of a peer assessment, the assessment teams include experts with relevant technical and metrological knowledge (including legal aspects) as well as knowledge of quality systems. These experts are validated by the relevant CPR.

The OIML MAA is presently operational for a limited number of categories of measuring instruments. Information about the OIML MAA and the categories of measuring instrument to which it is applicable may be found on the OIML web site.

In the context of the OIML MAA, the role of the CIML Member is:

- a) to forward to the BIML applications of those Issuing Authorities who are candidates to become Issuing or Utilizing Participants under a Declaration of Mutual Confidence (DoMC) for a particular category of measuring instruments under the OIML MAA;
- b) to identify the expert to be the representative on the CPR.

APPENDIX 1 ACRONYMS

OIML and other international organizations - International and regional organizations in liaison

APLMF	Asia-Pacific Legal Metrology Forum	CIML	Comité International de Métrologie Légale (International Committee of Legal Metrology)	EU	European Union
AQUA	European Association of water meters manufacturers	CIPM	Comité International des Poids et Mesures (International Committee of Weights and Measures)	EURELECTRIC	Union of the Electricity Industry
BIML	Bureau International de Métrologie Légale (International Bureau of Legal Metrology)	CODEX	Codex Alimentarius Commission Secretariat of the Joint FAO/WHO Food Standards Programme	FACOGAZ	Association of European Gas Meter Manufacturers
BIPM	Bureau International des Poids et Mesures (International Bureau of Weights and Measures)	COOMET	Euro-Asian Cooperation of National Metrological Institutions	FAO	Food and Agriculture Organization of the United Nations
CAFMET	Comité Africain de Métrologie (African Committee of metrology)	COPAMA	Confederation of Packaging Machinery Associations	GSO	Gulf Standards Organization
CASCO		CPR	Committee on Participation Review	IAEA	International Atomic Energy Agency
CECIP	European Committee of Weighing Instruments Manufacturers	DoMC	Declaration of Mutual Confidence	IAF	International Accreditation Forum
CECOD	European Committee of Manufacturers of Petrol Measuring Systems	EA	European Cooperation for Accreditation	ICC	International Association for Cereal Science and Technology
CEN	European Committee for Standardization	EC	European Communities	ICRU	International Commission on Radiation Units and Measurements
CENELEC	European Committee for Electrotechnical Standardization	EFTA	European Free Trade Association	ICUMSA	International Commission for Uniform Methods of Sugar Analysis
CIE	International Commission on Illumination	EHP	Euroheat & Power	IEC	International Electrotechnical Commission
		ENGVA	European Natural Gas Vehicle Association	IFCC	International Federation of Clinical Chemistry
				IGU	International Gas Union

APPENDIX 1 ACRONYMS (CONTINUED)

ILAC	International Laboratory Accreditation Cooperation	NMI	National Metrology Institute	UNECE	United Nations Economic Commission for Europe
IMEKO	International Measurement Confederation	OIML	Organisation Internationale de Métrologie Légale (International Organization of Legal Metrology)	UNIDO	United Nations Industrial Development Organization
ISO	International Organization for Standardization	OIV	Office International de la Vigne et du Vin	UNIPEDE	International Union of Producers and Distributors of Electrical Energy
ITC	International Trade centre (UNCTAD/WTO)	PDF	Portable Document Format; Probability Distribution Function	WELMEC	European Cooperation in Legal Metrology
ITU	International Telecommunications Union	PWGDC	Permanent Working Group on Developing Countries	WHO	World Health Organization
IUPAC	International Union of Pure and Applied Chemistry	RLMO	Regional Legal Metrology Organization	WTO	World Trade Organization
IUPAP	International Union of Pure and Applied Physics	SADC	Southern African Development Community		
IWA	International Water Association	SADC MEL	SADC Cooperation in Legal Metrology		
JCDCMAS	Joint Committee on Coordination of Assistance to Developing Countries in Metrology	SC	Subcommittee		
JCGM	Joint Committee on Guides in Metrology	SIM	Sistema Interamericano de Metrologia		
MAA	Mutual Acceptance Arrangement	TBT	Technical Barriers to Trade		
MARCOGAZ	Technical Association of the European Natural Gas Industry	TC	Technical Committee		
NAFTA	North American Free Trade Agreement	UEMOA	Union Economique et Monétaire Ouest Africaine		
		UNCTAD	United Nations Conference on Trade and Development		

APPENDIX 2 BIBLIOGRAPHY

Information for CIML Members

Publications

- OIML Convention (B 1)
- OIML Strategic Plan (B 15)
- OIML Action Plan (B 9)
- Guide for CIML Members (G 17)
- Directives for the technical work (B 6)
- OIML Certificate System (B 3)
- OIML Mutual Acceptance Arrangement (MAA) (B 10)
- Birkeland Report (E 1)
- Minutes of Conferences and CIML Meetings
- OIML Bulletin

Databases on the OIML Web site

- OIML Member States and CIML Members
- OIML Corresponding Members and contact persons
- OIML (MAA) Certificates

APPENDIX 3 BIML CONTACTS

BIML Contacts	Main areas of responsibility
Jean-François Magaña <i>(jfm@oiml.org)</i>	Director
Patricia Saint-Germain <i>(psg@oiml.org)</i>	Office Manager <ul style="list-style-type: none"> - Organization of meetings and events, - Members and TC/SC databases, - Registration of OIML Certificates
Ian Dunmill <i>(id@oiml.org)</i>	Assistant Director <ul style="list-style-type: none"> - Weighing instruments, - Length, Volume and speed, - Developing Countries, - Directives for Technical Work, - Liaisons (WTO, UNIDO, ISO DEVCO, ...)
Willem Kool <i>(wk@oiml.org)</i>	Assistant Director <ul style="list-style-type: none"> - Prepackages, - Statistical control methods, - Guides, - Legal metrological control procedures - Liaisons (JCGM, FAO, CODEX, ...)
Régine Gaucher <i>(rg@oiml.org)</i>	MAA Project Leader <ul style="list-style-type: none"> - MAA implementation, - Accreditation and certification, Conformity assessment, - Flow measurement, Environment, - Liaisons: ILAC/IAF Liaison Officer, ISO CASCO
Samuel Just <i>(sj@oiml.org)</i>	Project Engineer <ul style="list-style-type: none"> - Static volume and mass measurement, Flow measurement, - Software in measuring instruments, - MAA implementation, - Inquiries

APPENDIX 3 BIML CONTACTS (CONTINUED)

BIML Contacts

Main areas of responsibility

Chris Pulham
(cp@oiml.org)

Editor/WebMaster
- Editing of OIML Publications,
- Web site content management,
- OIML Bulletin,
- Communications, Brochures

Philippe Leclercq
(pl@oiml.org)

Administrator
- Accountancy and administrative matters
- M.S. contributions, C.M. Fees, Subscriptions to the Bulletin

Jean-Christophe Esmiol
(jce@oiml.org)

Systems Engineer
- Local and wide area network management,
- Web, mail, database and file servers,
- Interactive web applications

APPENDIX 4 OIML MEMBER STATES

SEPTEMBER 2007

Albania	Indonesia	Slovenia
Algeria	Islamic Republic of Iran	South Africa
Australia	Ireland	Spain
Austria	Israel	Sri Lanka
Belarus	Italy	Sweden
Belgium	Japan	Switzerland
Brazil	Kazakhstan	Tanzania
Bulgaria	Kenya	Tunisia
Cameroon	Rep. of Korea	Turkey
Canada	Macedonia, The Former Yugoslav Republic of	United Kingdom
P. Rep. of China	Monaco	United States of America
Croatia	Morocco	Vietnam
Cuba	Netherlands	
Cyprus	New Zealand	
Czech Republic	Norway	
Denmark	Pakistan	
Egypt	Poland	
Ethiopia	Portugal	
Finland	Romania	
France	Russian Federation	
Germany	Saudi Arabia	
Greece	Serbia	
Hungary	Slovakia	
India		

APPENDIX 5 OIML CORRESPONDING MEMBERS

SEPTEMBER 2007

Argentina	Lithuania	Tajikistan
Bahrain	Luxemburg	Thailand
Bangladesh	Madagascar	Trinidad and Tobago
Barbados	Malaysia	Ukraine
Benin	Malta	United Arab Emirates
Bosnia and Herzegovina	Mauritius	Uruguay
Botswana	Mexico	Uzbekistan
Burkina Faso	Moldova	Zambia
Cambodia	Mongolia	
Comores, Islamic Fed. Rep. of	Mozambique	
Costa Rica	Nepal	
Estonia	Nicaragua	
Fiji	Oman	
Gabon	Panama	
Ghana	Papua New Guinea	
Guatemala	Paraguay	
Hong Kong, China	Peru	
Iceland	Qatar	
Jordan	Rwanda	
Dem. P. Rep. of Korea	Seychelles	
Kuwait	Singapore	
Kyrgyzstan	Sudan	
Latvia	Syria	
Libya	Chinese Taipei	

NOTES



www.oiml.org

**International Organization
of Legal Metrology**

**Headquarters: International Bureau
of Legal Metrology (BIML)**

11, rue Turgot
F-75009 Paris
France

Tel. +33 (0)1 48 78 12 82

Fax +33 (0)1 42 82 17 27

biml@oiml.org